



## 2020-2021 Request for Special Circumstances Form

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Please provide the documentation listed below based on your situation.

	If 2019 income is less than 2018 income
<b>Loss of total or partial income due to reduction in hours, or loss of overtime; illness or injury; or unemployment.</b>	<ul style="list-style-type: none"><li>• 2018 and 2019 W-2s</li><li>• Letter from employer verifying the situation; it must include (as applicable), the date of termination, the date the situation began or when it might end (i.e., new hourly/monthly/yearly rate, salary without overtime, Workmen's Compensation Benefits, Social Security Benefits, Long-Term Disability, etc.)</li><li>• Copy of last paycheck stub(s)</li><li>• Award letter from Unemployment Office stating the weekly benefit amount (if applicable)</li></ul>
<b>Loss of income due to death.</b>	<ul style="list-style-type: none"><li>• Signed copies of 2018 and 2019 IRS federal tax returns</li><li>• 2018 and 2019 W-2s</li><li>• Copy of last paycheck stub(s) Death certificate, obituary, or other documented proof of death</li></ul>
<b>Divorce or separation</b>	<ul style="list-style-type: none"><li>• 2018 and 2019 IRS Tax Return Transcripts</li><li>• 2018 and 2019 W-2s</li><li>• Copy of divorce decree, if applicable</li><li>• Copy of court appointed legal separation, if applicable</li><li>• Proof of separate addresses (i.e., lease, bills, etc.), a driver's license is not acceptable</li></ul>

**EXPLANATION OF SITUATION** (You may submit a typed page if we have not provided enough space.)

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Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If either person purposely gives false or misleading information, he or she may be fined, be sentenced to prison, or both. Failure to submit the required documentation may result in a balance due.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature  
(A parent's signature is required for Dependent Students)

\_\_\_\_\_  
Date